

POSITION DUTY STATEMENT

Lock Data on Form

PM-0924 (REV 7/2014)











CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
LANDSCAPE ASSOCIATE, CALTRANS (Range A - D)	NR Division of Engineering/Engineering Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Landscape Associate	927-200-2971-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) *RED TEXT ONLY APPEARS ON THE SCREEN

Under the supervision of a Senior Landscape Architect, the Landscape Associate will provide a full range of professional Landscape Architectural and Storm Water Coordinator services. Travel may be required; therefore, incumbent should possess a valid driver's license. Though the level of authority will vary depending on the specific classification Range (A through D) of the selected candidate, the landscape architectural duties and responsibilities include the following:

TYPICAL DUTIES:

Percentage		Job Description	
Essential (E)/Marginal (M) ¹		(PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) *RED TEXT ONLY APPEARS ON THE SCREEN	
40%	E	Participate in the preparation of landscape architecture preliminary studies, Project Study Reports, Projects Reports, and Plans, Specifications and Estimates (PS&E) involving; highway planting, safety roadside rest areas (SRRA), vista points, planting and irrigation Restoration/Rehabilitation/Replacement, and mitigation projects. Coordinate with Design, Construction, Maintenance, and NPDES staff on project reviews for storm water compliance. Work with Construction Division Staff in developing permanent erosion control measures on projects in the North Region.	 
30%	E	Participate in the Project Development Team (PDT) for transportation projects. Providing professional landscape architectural services including; Scenic Resources Determinations, Visual Impact Assessments for highway projects in accordance with FHWA guidance, and impact avoidance and mitigation measure recommendations, documentation for Project Study Report and Projects Report, erosion control PS&E, and planting and irrigation PS&E.	 
15%	E	Provide project information to Project and Functional Managers, Executive Staff, PDT, local, state and federal agencies, elected officials, utility companies and the general public. Participate in the oversight of landscape architectural work performed by others (e.g. consultants, encroachment permits, and local agency work). Monitor and report on completion of project deliverables as required by current Department policy. Train project staff and develop Divisional Storm Water resources through group presentations, submissions to NR Design Storm Water Bulletin and development of web based materials.	 
10%	M	Provide professional services to Maintenance Division concerning roadside vegetation management. Provide professional services to Resident Engineers. Provide professional services to Right-of-Way Division concerning excess lands, air space utilization plans, and other property-related activities. Provide professional landscape architectural services on special "non-capital" activities including; task force, design studies and presentation graphics. Provide assistance in identifying landscape architecture program needs and preparation of programming documents for new projects.	 
5%	M	Communicate with the various landscape industry suppliers concerning availability of materials and equipment. Represent North Region Landscape Architecture Branch at meetings and serves on committees and task forces. Provide responses to referral letters and requests from the public and agencies concerning landscape architectural matters. Provide professional services to encroachment permits. Work with Local partners in projects related to Scenic Highways, Transportation Art, Gateway Monuments and Community Identification.	 

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent may provide guidance to other Landscape Associates, Landscape Technicians, Engineering Technicians, Delineators or Student Assistants in a “leadworker” capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Plant material, irrigation systems, erosion control, and the basic principles of landscape architecture design.
- Basic landscape architecture, engineering and construction techniques.
- Landscape maintenance practices.
- Communication in written, verbal and graphic forms.
- Must be willing to take independent action in carrying out assignments.
- Must be able to analyze and develop project proposals consistent with the principles of landscape architecture and the Department’s policies, programs objectives, and design standards.
- Possession of CPESC, QSD and QSP certificates are desirable.

Ability to:

- Understand and express complex issues clearly to non-specialist staff both orally and in writing. Ability to utilize standard office software consisting of word processing, spreadsheets, and data bases and selected engineering software.
- Effectively communicate in English both verbally and in writing.
- Perform basic mathematical calculations using calculators and computer software.
- Use CADD systems and software to delineate Landscape Architecture drawings and/or make CADD measurements.
- Use personal computers both on and off a network and general office software including, but not limited to Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, and Microsoft Windows.
- Work well with multiple and diverse groups in a team environment.

Analytically:

- Review field or office work environments for potentially unsafe conditions.
- Check for accuracy in the incumbent’s own work or the work of others.
- Develop, review, and recommend alternatives for projects or issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for design decisions involved in the preparation of studies, assessments, reports and plans, specifications, and estimates prepared in the Region and for oversight of landscape architecture work performed by others.

Errors or poor judgment could result in inappropriate recommendations on the use of plant material, equipment, or maintenance practices. The ending results could be; inefficient use of public funds, poor public relations, higher maintenance costs, costs to reconstruct highway facilities, or the creation of safety problems.

As a licensed professional, the Landscape Associate, Range D, will have a greater level of authority and responsibility for all products produced under their direction. Though still responsible for the accuracy of their own work, the Landscape Associate, Range A through C, will work under the direction of the Senior Landscape Architect and guidance of a Landscape Associate, Range D, “leadworker”. Range D incumbents must have a valid certificate of registration as a landscape architect issued by the Landscape Architects Technical Committee, California Architects Board.

Errors that do not result in enforcement actions have the potential to adversely impact the efficiency of project delivery by resulting in unnecessary work or rework.

PUBLIC AND INTERNAL CONTACTS

Incumbent serves as consultant to other Region functions in matters pertaining to landscape architecture and storm water design. Incumbent represents the Region at meetings with local, State and Federal agencies, elected officials, and the general public.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites or meeting locations.

Mental Requirements:

- Understand the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

The incumbent may be asked to work outdoors conducting field reviews or collecting data. The incumbent would be exposed to loud noise, dust/dirt, uneven surfaces, airborne particles, extreme weather, great heights, the traveling public, and numerous environmental hazards including but not limited to snakes, bees, mosquitoes, ticks, scorpions, dogs, and poison oak. Travel, one-day or overnight trips, may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE